### PRICE ADJUSTMENTS

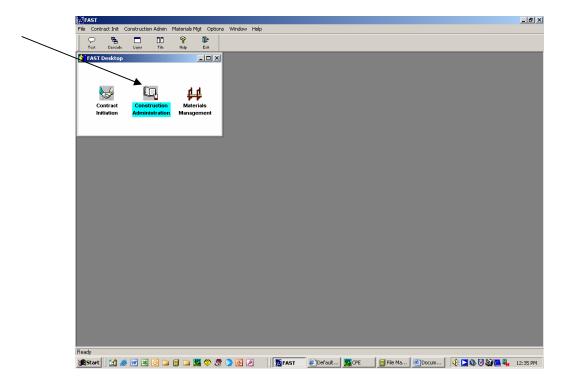
Double click the FAST Desktop icon on your computer.



Enter your User ID and Password (FAST Applications)

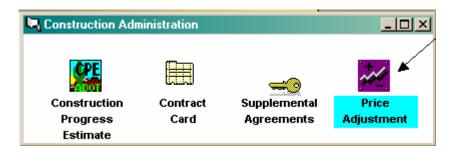
# The **FAST Desktop** window appears.

Double click the **Construction Administration** icon.



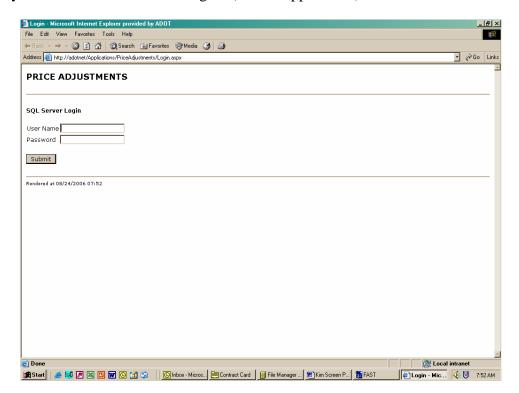
The Construction Administration window appears.

Double click the **Price Adjustment** icon.



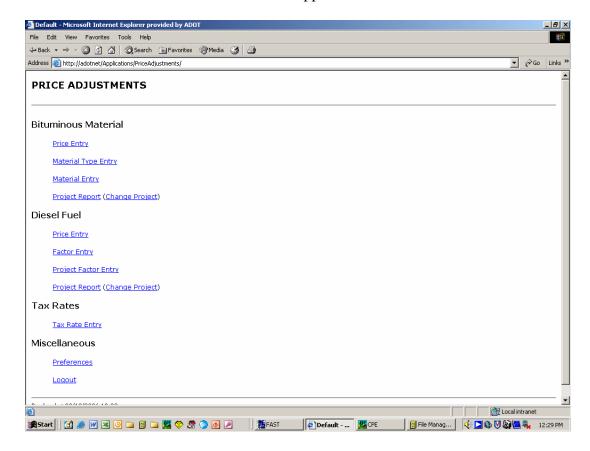
The **Logon** window appears.

Enter your User ID and Password again (FAST Application).



Then click **Submit**.

# The **PRICE ADJUSTMENTS** main screen appears.



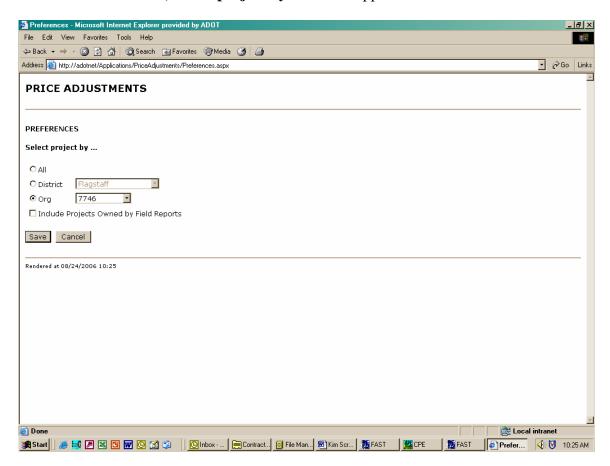
You may view / edit the <u>blue highlighted underlined links</u> on this screen.

#### **SET PREFERENCES**

You can set preferences so you will only view your Org or your Districts projects in the Project Number drop-down box instead of the all current projects.

Under the **Miscellaneous** section, click **Preferences**.

The **PREFERENCES**, **Select project by....** screen appears.



Select **All** to view all projects.

Select **District**, then select district from the drop down box.

Select **Org**, and then select Org number from the drop down box.

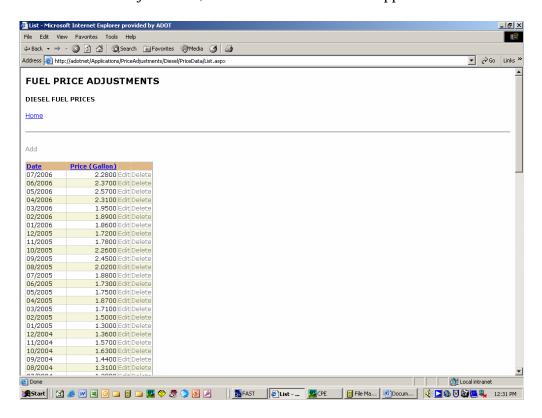
Click the box next to **Include Projects Owned by Field Reports** to also view projects that are owned by Field Reports.

Click the Save button to save your changes, otherwise click cancel.

#### **DIESEL FUEL PRICE ADJUSTMENTS**

To view the Price Entry screen for Diesel Fuel, click the <u>Price Entry</u> link on the Price Adjustment main screen.

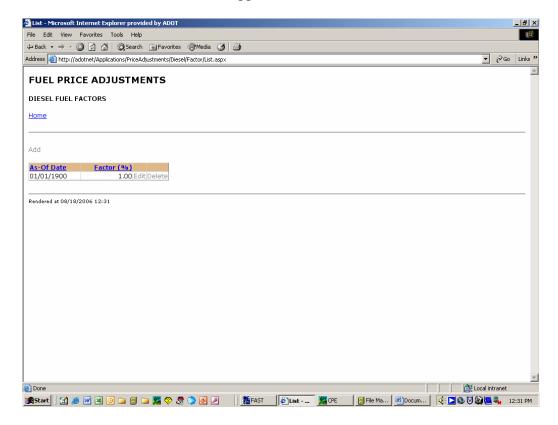
The Fuel Price Adjustments, **Diesel Fuel Prices** screen appears.



This table is updated monthly by C&S with the current price of fuel.

To view the Factor Entry under Diesel Fuel, click the <u>Factor Entry</u> link on the Price Adjustment main screen.

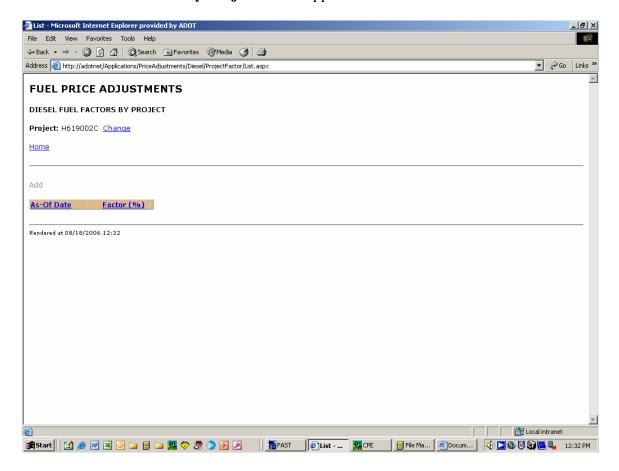
#### The **Diesel Fuel Factors** screen appears.



If or when the factor does change per Specifications, a new factor and As-Of Date can be entered by Field Reports.

To view the Project Factors by Project, click the <u>Project Factor Entry</u> link on the Price Adjustment main screen.

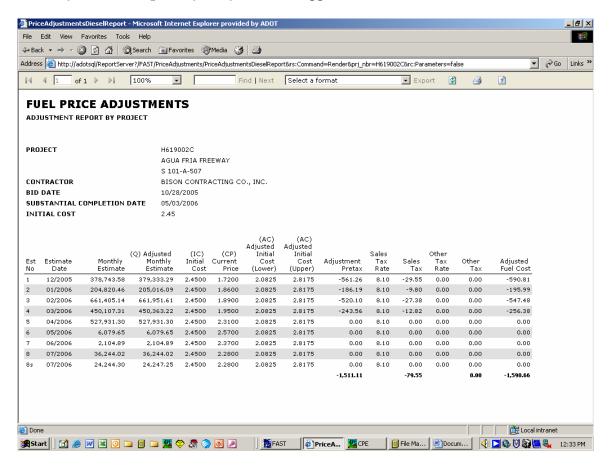
The **Diesel Fuel Factors by Project** screen appears.



Click the **Change** link on this screen to change the project

To view the Project Report, click the <u>Project Report</u> link on the Price Adjustment main screen.

# The Adjustment Report by Project screen appears.

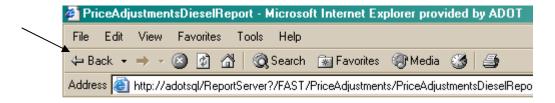


The Adjusted Fuel Cost is the monthly payment amount due to the Contractor for the month prior.

Click the printer button on the lower toolbar to print.



Click the back arrow at the top of the screen to go back to the main screen.



NOTE: Before printing and using the project report, you must enter the tax for your project.

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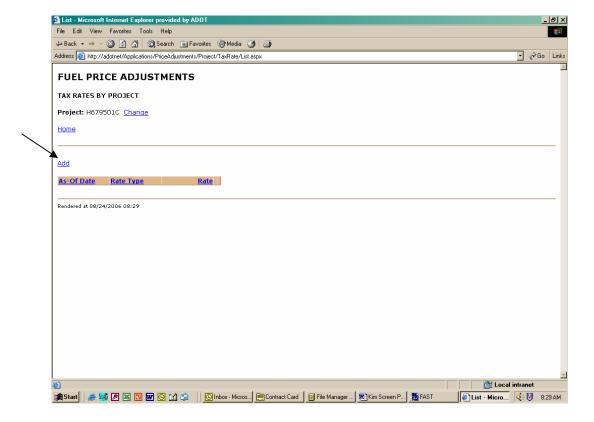
### **TAX RATES**

To add the tax rate for your project, click the <u>Tax Rate Entry</u> link under Tax Rates on the Price Adjustment main screen.

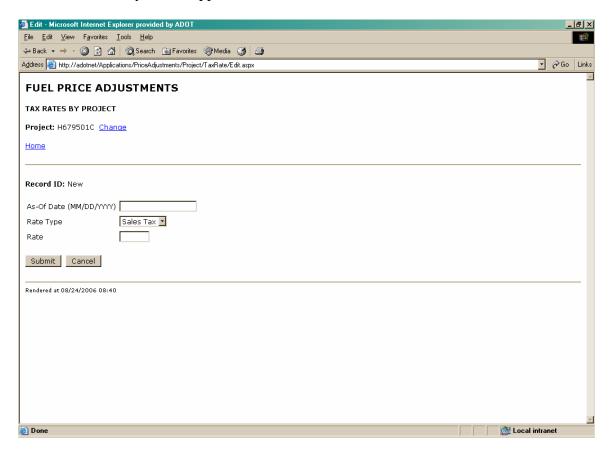
The Tax Rates By Project screen appears.

To Change projects, click the **Change** link, then select another project.

To add the tax rate, select Add.



The Tax Rate entry screen appears.



In the box next to the As-Of Date (MM/DD/YYYY), type in the Bid Date of your project.

Click the drop-down arrow on the **Rate Type** line. Select either Sales Tax or Other Tax. Other tax is used for Tribal Tax.

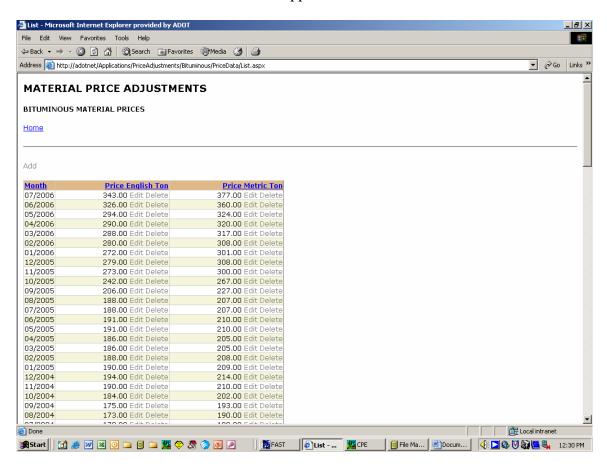
Enter the tax rate in the box next to the **Rate**. Remember to input as the full tax rate (ex: 8.1)

Click the Submit button to save or click cancel to exit the screen.

#### **BITUMINOUS PRICE ADJUSTMENTS**

To view the current monthly bituminous prices, click the <u>Price Entry</u> link under Bituminous Material on the Price Adjustment main screen.

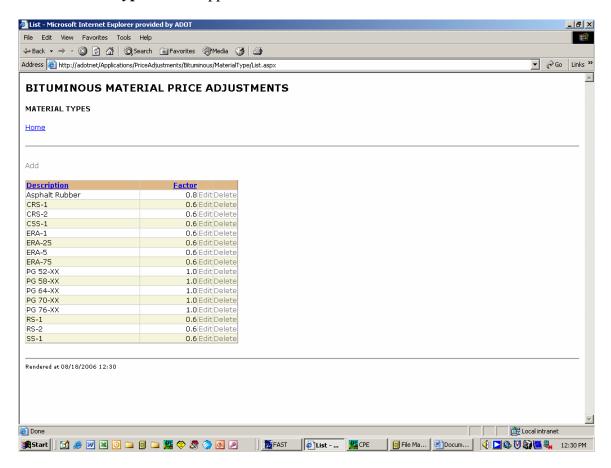
The **Bituminous Material Prices** screen appears.



This table is updated monthly by C&S with the current price of fuel.

To view the Material Types, click the <u>Material Type Entry</u> link on the Price Adjustment main screen.

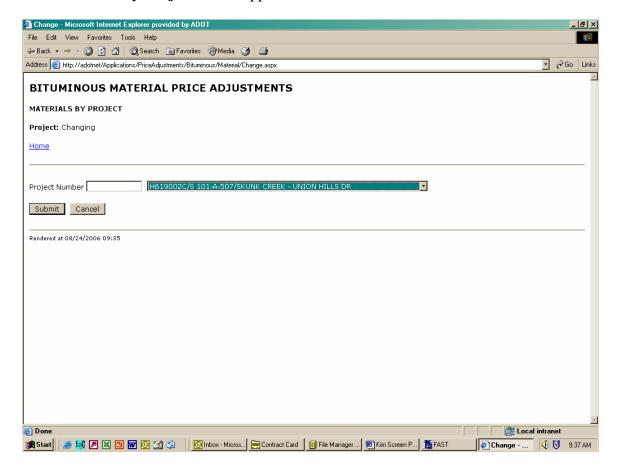
The **Material Types** screen appears.



This table is updated by Field Reports. The Description and Factors entered are directly from the Standard Specifications.

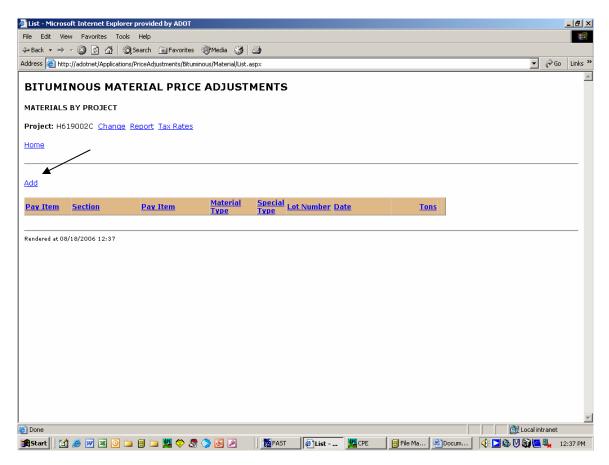
To <u>view</u> or <u>enter</u> Bituminous Material Price Adjustments for a project, click the <u>Material Entry link</u> on the Price Adjustment main screen.

The Materials By Project screen appears.



Click the drop-down arrow to select a project.

To add material price adjustments, click the Add link.



The Materials By Project (Record ID: New) entry screen appears.

Select the Section

Select the Pay Item

Select the Material Type

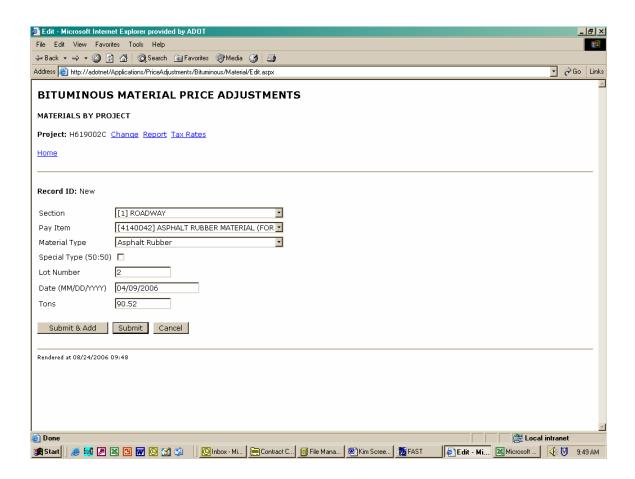
If special type, click the check box (1:1, 50:50, etc.)

Enter the Lot Number

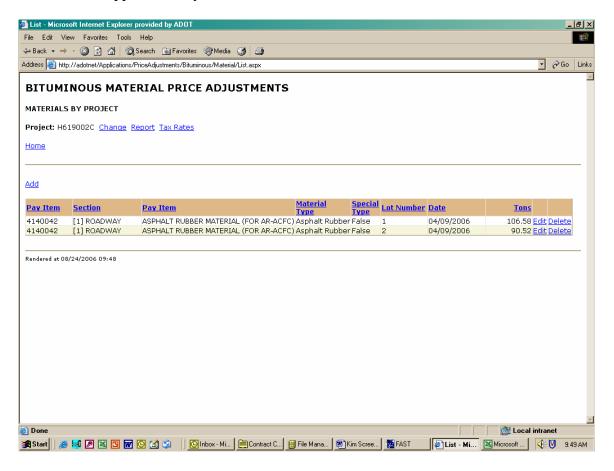
Enter the Date Materials the were placed

Enter the amount of tons placed

Click the Submit & Add button if you have more than one entry. Or click the Submit button to view your entries.



This window appears after you have clicked the Submit button.



Verify your entries.

You may Edit or Delete your entries from this window.

Click Home to return to the main screen

Click **Change** to change the project

Click Report to view the Price Adjustment Report

Note: If you clicked Change, and edited any portion of the data, click the refresh button to show new changes on the report.



Click Tax Rates to change the tax rate.

If Report is selected, the Price Adjustment Report will show.

